



Division of Academic Programs

One Seahawk Drive | North East, MD 21901 | 410-287-1000 | Fax: 410-287-1040 | www.cecil.edu

December 12, 2018

Student Address

Dear.....:

I am writing to inform you that personally identifiable information (PII) related to you was mistakenly disclosed via email to a small group of nine nursing students. While this disclosure was limited in scope, Cecil College is taking this matter seriously and has taken several actions to address this occurrence, as well as prevent future events. For example, the College has confirmed that only one student actually opened the email message before the message could be deleted.

The PII contained in the email include your name, address, phone number, student ID number, and Social Security number. The College will implement additional training for faculty and staff related to storing and sharing personal information, using password protected documents for any sensitive personal information and ensuring that accidental disclosures do not occur.

Again, the email with the PII has been deleted from all email accounts. However, the College is willing to cover the cost of one year of credit monitoring. One such service is LifeLock, <https://www.lifelock.com/>. You can also reach out to the credit score agencies to monitor your credit score as needed:

Equifax
P.O. Box 740241
Atlanta, Georgia 30374
(800) 685-1111
<https://www.credit.com/credit-reports/credit-bureau/equifax/>

Experian
P.O. Box 2104
Allen, Texas 75013
(888) 397-3742
<https://www.credit.com/credit-reports/credit-bureau/experian/>

TransUnion
P.O. Box 1000
Chester, Pennsylvania 19022
(800) 916-8800
<https://www.credit.com/credit-reports/credit-bureau/transunion/>



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Please reach out to Dean Norman-Marzella if you would elect to engage a credit monitoring service. The College will reimburse for the cost of one year of credit monitoring.

Cecil College apologizes for any inconvenience this has caused you and recognizes the implications of this occurrence. Please do not hesitate to contact me with any additional questions or concerns.

Sincerely,

Christy Dryer, DNP
Vice-President of Academic Programs